

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, 6<sup>th</sup> Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

**August 5, 2019**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Lexington and/or Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., August 20, 2019**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary Anderson via e-mail at [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,  
Gary M. Anderson  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES  
OFFICE SPACE IN LEXINGTON AND/OR RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposal to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposal should be submitted initially.

**LEASE CRITERIA – South Carolina Department of Natural Resources  
EXAMPLES OF CRITERIA**

- Location: Lexington and/or Richland County
- Expected occupancy date: As soon as possible
- Total space needed is approximately 58,000-65,000 rentable square feet +/- depending on space configuration, circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
  - **Personnel Areas**
    - Eight (8) offices of approximately 180 square feet each
    - One Hundred and three (103) offices of approximately 120 square feet each
    - One hundred and twenty-four (124) workstations of approximately 48 square feet each (landlord will provide furniture and workstations)
    - Twenty-one (21) small workstations of approximately 25 square feet each (landlord will provide furniture and workstations)
  - **Standard Support Areas: Note: the number of reception/waiting areas, beverage alcoves/break rooms, conference/meeting rooms, and focus/privacy rooms are flexible depending on space configuration.**
    - Five (5) small suite reception areas to accommodate up to 2 people at a time of approximately 50 square feet each
    - One (1) large suite reception to accommodate up to 12 people at a time of approximately 200 square feet
    - Eight (8) beverage alcoves with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet each
    - Three (3) small break rooms with seating for 4 people of approximately 120 square feet each
    - Three (3) large break rooms with seating to accommodate up to 10 people at a time of approximately 200 square feet each



- Fifteen (15) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
- One (1) copy/print/supply room for dedicated floor mounted printer and storage of approximately 12 square feet
- Six (6) copy/print/mail/supply rooms for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet each
- Up to eight (8) IT closets for wall mounted racks of approximately 40 square feet each (1-2 per floor depending on building architecture). Each room must maintain a temperature of 68 degrees at all times 24/7.
- One (1) LAN room for network core location. Room must maintain a temperature of 68 degrees at all times 24/7.
- Two (2) storage closets of approximately 100 square feet each
- Fifteen (15) small storage rooms of approximately 120 square feet each
- Three (3) medium storage rooms of approximately 180 square feet each
- Fourteen (14) large storage rooms of approximately 250 square feet each
- Five (5) large conference rooms to accommodate up to 12 people at a time of approximately 350 square feet each
- Three (3) medium conference rooms to accommodate 8 people of approximately 250 square feet each
- Four (4) small conference rooms to accommodate up to 4 people at a time of approximately 120 square feet each
- Seven (7) focus/privacy rooms of approximately 50 square feet each
- One (1) open area for 55 file cabinets of approximately 495 square feet
- Twenty-two (22) work rooms (open room with work surfaces and storage) of approximately 120 square feet each
- **Special Support Areas: Note: the number of reception/waiting areas, beverage alcoves/break rooms, conference/meeting rooms, and focus/privacy rooms are flexible depending on space configuration.**
  - One (1) main reception area of approximately 300 square feet
  - Nine (9) service counters of approximately 50 square feet each
  - One (1) waiting area with seating for 45 people of approximately 675 square feet
  - Three (3) interview rooms of approximately 125 square feet each
  - One (1) board room with seating for 20 board members and 40 guests of approximately 900 square feet
  - One (1) building security station of approximately 200 square feet
  - One bid/public meeting room of approximately 250 square feet
  - One (1) secure file room of approximately 800 square feet
  - One (1) mailroom/loading dock/storage area of approximately 800 square feet
  - One (1) canteen of approximately 600 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.



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- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 339 parking spaces are desired. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Facility must have a secure card access system.
- Full generator backup capacity consistent with commercial power.
- Term: Please provide as a minimum proposed rates for 7 and 10-year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.
- External signage and internal directory should list South Carolina Department of Natural Resources

**MINIMUM STATE REQUIREMENTS**

**Standard State lease must be used – a copy is available on our website at:**

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can be provided upon request.

- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services by **4:00 p.m., August 20, 2019**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

**CONTACT INFORMATION**

All information and questions should be directed to the following person – no direct contact can be made with the South Carolina Department of Health and Human Services (agency). Direct contact can be cause for automatic disqualification.



**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

GARY M. ANDERSON  
DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> FLOOR  
COLUMBIA, SC 29201  
PHONE: 803-737-0644 FAX: 803-737-0592  
EMAIL: [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov)

**BREAKOUT BY DIVISION REQUIREMENTS**

**EXECUTIVE**

- Ideal set up should include, but is not limited to:
  - **Personnel Areas**
    - Three (3) offices of approximately 180 square feet each
    - Twenty-one (21) offices of approximately 120 square feet each
    - Four (4) workstations of approximately 48 square feet each (landlord will provide furniture and workstations)
    - Two (2) small workstations of approximately 25 square feet each (landlord will provide furniture and workstations)
  - **Standard Support Areas:**
    - One (1) small suite reception area to accommodate up to 2 people at a time of approximately 50 square feet
    - One (1) large suite reception to accommodate up to 12 people at a time of approximately 200 square feet
    - One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet
    - Three (3) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
    - One (1) copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
    - Two (2) small storage rooms of approximately 120 square feet each
    - One (1) medium storage room of approximately 180 square feet
    - Six (6) large storage rooms of approximately 250 square feet each
    - One (1) large conference room to accommodate up to 12 people at a time of approximately 350 square feet
    - One (1) medium conference room to accommodate 8 people of approximately 250 square feet
    - One (1) small conference room to accommodate up to 4 people at a time of approximately 120 square feet
    - One (1) focus/privacy room of approximately 50 square feet



- One (1) open area for 10 file cabinets of approximately 90 square feet
- One (1) work room (open room with work surfaces and storage) of approximately 120 square feet
- **Special Support Areas:**
  - One (1) main reception area of approximately 300 square feet
  - Nine (9) service counters of approximately 50 square feet each
  - One (1) waiting area with seating for 45 people of approximately 675 square feet
  - Three (3) interview rooms of approximately 125 square feet each
  - One (1) board room with seating for 20 board members and 40 guests of approximately 900 square feet
  - One (1) building security station of approximately 200 square feet
  - One bid/public meeting room of approximately 250 square feet
  - One (1) secure file room of approximately 800 square feet
  - One (1) mailroom/loading dock/storage area of approximately 800 square feet
  - One (1) canteen of approximately 600 square feet

#### **LAND, WATER & CONSERVATION**

- Ideal set up should include, but is not limited to:
  - **Personnel Areas**
    - One (1) office of approximately 180 square feet
    - Twenty (20) offices of approximately 120 square feet each
    - Twenty-three (23) workstations of approximately 48 square feet each (landlord will provide furniture and workstations)
    - Four (4) small workstations of approximately 25 square feet each (landlord will provide furniture and workstations)
  - **Standard Support Areas:**
    - One (1) small suite reception area to accommodate up to 2 people at a time of approximately 50 square feet
    - One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet
    - One (1) small break room with seating for 4 people of approximately 120 square feet
    - Three (3) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
    - One (1) copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
    - Three (3) small storage rooms of approximately 120 square feet each
    - One (1) large storage room of approximately 250 square feet
    - One (1) large conference room to accommodate up to 12 people at a time of approximately 350 square feet
    - One (1) small conference room to accommodate up to 4 people at a time of approximately 120 square feet
    - One (1) focus/privacy room of approximately 50 square feet





- One (1) open area for 25 file cabinets of approximately 225 square feet
- Two (2) work rooms (open room with work surfaces and storage) of approximately 120 square feet each

### LAW ENFORCEMENT

- Ideal set up should include, but is not limited to:
  - **Personnel Areas**
    - One (1) office of approximately 180 square feet
    - Fifteen (15) offices of approximately 120 square feet each
    - Seven (7) workstations of approximately 48 square feet each (landlord will provide furniture and workstations)
    - Four (4) small workstations of approximately 25 square feet each (landlord will provide furniture and workstations)
  - **Standard Support Areas:**
    - One (1) small suite reception area to accommodate up to 2 people at a time of approximately 50 square feet
    - One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet
    - One (1) small break room with seating for 4 people of approximately 120 square feet
    - Two (2) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
    - One (1) copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
    - Two (2) storage closets of approximately 100 square feet each
    - One (1) small storage room of approximately 120 square feet
    - One (1) medium storage room of approximately 180 square feet
    - One (1) large conference room to accommodate up to 12 people at a time of approximately 350 square feet
    - One (1) focus/privacy room of approximately 50 square feet

### MARINE RESOURCES

- Ideal set up should include, but is not limited to:
  - **Personnel Areas**
    - One (1) office of approximately 120 square feet

### OFFICE OF MEDIA AND OUTREACH

- Ideal set up should include, but is not limited to:



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- **Personnel Areas**
  - One (1) office of approximately 180 square feet
  - Four (4) offices of approximately 120 square feet each
  - Thirteen (13) workstations of approximately 48 square feet each (landlord will provide furniture and workstations)
  - Four (4) small workstations of approximately 25 square feet each (landlord will provide furniture and workstations)
- **Standard Support Areas:**
  - One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet
  - One (1) small break room with seating for 4 people of approximately 120 square feet
  - One (1) copy/print/supply room for dedicated floor mounted printer and storage of approximately 12 square feet
  - One (1) copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
  - Two (2) small storage rooms of approximately 120 square feet each
  - Four (4) large storage rooms of approximately 250 square feet each
  - One (1) medium conference room to accommodate 8 people of approximately 250 square feet
  - One (1) focus/privacy room of approximately 50 square feet
  - Eleven (11) work rooms (open room with work surfaces and storage) of approximately 120 square feet each

**OFFICE OF SUPPORT SERVICES**

- Ideal set up should include, but is not limited to:
  - **Personnel Areas**
    - One (1) office of approximately 180 square feet
    - Twenty-five (25) offices of approximately 120 square feet each
    - Sixty-three (63) workstations of approximately 48 square feet each (landlord will provide furniture and workstations)
    - Three (3) small workstations of approximately 25 square feet each (landlord will provide furniture and workstations)
  - **Standard Support Areas:**
    - One (1) small suite reception area to accommodate up to 2 people at a time of approximately 50 square feet
    - Three (3) beverage alcoves with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet each
    - One (1) large break room with seating to accommodate up to 10 people at a time of approximately 200 square feet
    - Four (4) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each





- One (1) copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
- Three (3) small storage rooms of approximately 120 square feet each
- One (1) medium storage room of approximately 180 square feet
- Two (2) large storage rooms of approximately 250 square feet each
- One (1) large conference room to accommodate up to 12 people at a time of approximately 350 square feet
- Two (2) small conference rooms to accommodate up to 4 people at a time of approximately 120 square feet each
- Two (2) focus/privacy rooms of approximately 50 square feet each

#### WILDLIFE AND FRESHWATER FISHERIES

- Ideal set up should include, but is not limited to:
  - **Personnel Areas**
    - One (1) office of approximately 180 square feet
    - Seventeen (17) offices of approximately 120 square feet each
    - Fourteen (14) workstations of approximately 48 square feet each (landlord will provide furniture and workstations)
    - Four (4) small workstations of approximately 25 square feet each (landlord will provide furniture and workstations)
  - **Standard Support Areas:**
    - One (1) small suite reception area to accommodate up to 2 people at a time of approximately 50 square feet
    - One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet
    - One (1) large break room with seating to accommodate up to 10 people at a time of approximately 200 square feet
    - Three (3) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
    - One (1) copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
    - Four (4) small storage rooms of approximately 120 square feet each
    - One (1) large storage room of approximately 250 square feet
    - One (1) large conference room to accommodate up to 12 people at a time of approximately 350 square feet
    - One (1) medium conference room to accommodate 8 people of approximately 250 square feet
    - One (1) focus/privacy room of approximately 50 square feet

